

Position Description

1700 Hour AmeriCorps Member

Travelers' Rest State Park



Term of service: January 12, 2015 – November 13, 2015

Service schedule: Member will serve a minimum of 1,715 hours over a 44 week term, averaging 41 hours per week with 80 hours of holiday, vacation or sick time

Position Summary:

Travelers' Rest State Park (TRSP) contains the only scientifically verified Lewis and Clark campsite in the nation. Located in the ancestral homeland of the Bitterroot Salish, this National Historic Landmark has been a crossroads of culture since time immemorial. Bisected by Lolo Creek, TRSP provides a unique place for experiential learning year-round, with a focus on Lewis and Clark and Native American history, and how those people were sustained by the landscape around them.

Volunteers are at the frontline at Travelers' Rest State Park. With approximately 3,000 hours served every year, volunteers provide many essential functions and services from daily interpretation to special events and public outreach. With the tremendous assistance of AmeriCorps members, we have established the "Travelers' Rest Academy", an ongoing learning program for park volunteers. AmeriCorps members have also been instrumental in volunteer communication, recognition, recruitment and retention.

Housing for AmeriCorps members is available at Travelers' Rest Park. A nominal rental fee may be required. It is possible that in lieu of rent, members will be responsible for minor upkeep (lawn and tree care), as well as closing the park during summer hours and as necessary the remainder of the year.

Montana State Parks AmeriCorps members perform capacity building activities. Their service revolves around the program goals listed below in order to ensure that they do not displace workers or take part in any prohibited or unallowable activities as outlined in AmeriCorps regulations. Montana State Parks AmeriCorps members *will* likely participate in activities that involve recurring contact with vulnerable populations.

Member will contribute to the following program goals:

- Improve park land
- Expand educational and interpretive programs
- Increase volunteer capacity*
- Enhance outreach and awareness of state parks
- Participate in service activities including National Days of Service**
- Respond to disasters, when called upon to do so by the program



Specific Position Responsibilities:

- Recruit volunteers to augment the existing volunteer base at TRSP.
- Recruit new volunteers with a focus on the local community and the Bitterroot Valley.
- Collaborate with existing staff to expand and refine the “Travelers’ Rest Academy”, a volunteer education and development program.
- Coordinate volunteer training and education efforts, including volunteer orientation, volunteer open house events, monthly potlucks and Travelers’ Rest Academy scheduling and program delivery.
- Coordinate volunteer efforts to plant native plants in areas disturbed by 2014 construction activities.
- Work as part of the TRSP education team to deliver place-based education and interpretive programming throughout the year.
- Coordinate preservation application on two historic structures at TRSP.
- As part of the TRSP team, help coordinate all program series, including guided tours, Inside Travelers’ Rest programs, Expedition Days, Discover Travelers’ Rest and more.
- Cooperate with other AmeriCorps members and state parks staff in coordination of special events, community festivals, and National Days of Service.
- Perform other AmeriCorps-related duties, as assigned.

Minimum Requirements:

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana’s state parks
- A driver’s license and personal means of transportation within the state of Montana
- Must pass a national service criminal history check

Benefits:

- Living allowance of \$12,100 over 44 week term of service
- An AmeriCorps Education Award of \$5,645 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Eligible for deferment on qualified student loans

- Guaranteed health benefits and child care assistance if qualified
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, education, community outreach, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

* Volunteer activity facilitated by AmeriCorps members supports the management and operation of State Parks. These activities do not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

**Service activities will center around the preceding program goals as well as provide unique opportunities for members to engage in service to non-profit community organizations that provide support to those in need, including victims of national disasters, individuals and families in poverty, veterans, homeless animals, and other groups. Service projects will take place on and around designated National Days of Service as well as other AmeriCorps organized events, such as member trainings. Service activities will not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

The Montana State Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.

Applicant Certification

I certify that I have reviewed this Position Description and understand the general roles and responsibilities of this Montana State Parks AmeriCorps position

Member Name _____

Member Signature _____

Date _____